CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, July 23, 2015
AGENDA ITEM #: 6
ITEM: ACCEPTANCE OF MINUTES

RECOMMENDED ACTION:

Commissioners will approve or amend the minutes of the meeting of May 28, 2015.
MEETING OF THE LIBRARY COMMISSION

Minutes

DATE: Thursday, May 28, 2015

1. CALL THE MEETING TO ORDER
Commission Chair, Rodger Lum (Town of Moraga), called the meeting to order at 7:00 p.m.

2. COMMISSION BOOKSHELF

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
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<tbody>
<tr>
<td>A Short History of Nearly Everything</td>
<td>Bill Bryson</td>
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<tr>
<td>The Arabists: The Romance of an American Elite</td>
<td>Robert Kaplan</td>
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<tr>
<td>The Middle East: A Brief History of the Last 2,000 Years</td>
<td>Bernard Lewis</td>
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<td>The Crest of the Wave: Adventures in Oceanography</td>
<td>Willard Bascom</td>
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<td>AboutIngenuity, Determination, and Being Prepared for Anything</td>
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<td>Warriors Don't Cry: A Searing Memoir of the Battle to Integrate Little Rock's Central High</td>
<td>Melba Patillo Beals</td>
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<td>The Hiltons: The True Story of an American Dynasty</td>
<td>J. Randy Taraborrelli</td>
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<td>Dark Star Safari: Overland from Cairo to Capetown</td>
<td>Paul Theroux</td>
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<td>The Levant: A Fractured Mosaic</td>
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<td>When Books Went to War: The Stories That Helped Us Win World War II</td>
<td>Molly Guptill Manning</td>
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<td>The Accidental Superpower: The Next Generation of American Preeminence and the Coming Global Disorder</td>
<td>Peter Zeihan</td>
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<td>Heisenberg's War: The Secret History of the German Bomb</td>
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<td>The Dragonriders of Pern (series)</td>
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<td>California's Wild Edge: the Coast in Prints</td>
<td>Tom Killion, Gary Snyder</td>
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<td>Beg: A Radical New Way of Regarding Animals</td>
<td>Rory Freedman</td>
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<td>My Organic Life: How a Pioneering Chef Helped Shape the Way We Eat Today</td>
<td>Nora Pouillon</td>
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ROLL CALL

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<tr>
<th>LASTNAME</th>
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Library Commission Minutes
May 28, 2015

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<th>Name</th>
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<td>Woodrow</td>
<td>Don</td>
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<tr>
<td>Total Commission positions</td>
<td>29</td>
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<tr>
<td>Commission positions filled</td>
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<td>Commission positions vacant</td>
<td>2</td>
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<td>Commission quorum</td>
<td>15</td>
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With 19 Library Commissioners present, a quorum was established.

VOTING
According to the By-Laws of the Library Commission, in order for a vote to pass, a majority of the city representatives and a majority of the County representatives must approve it. Upon reauthorization of the Library Commission, the five special appointees to the Library Commission draw lots to determine whether their votes count with the cities or the County.

Through June 2016 the special appointees will be counted as follows:
Three representative votes count with the County:
- Friends Council
- Contra Costa Council
- Contra Costa Community College District
Two representative votes count with the cities:
- Central Labor Council
- Superintendent of Schools

4. INTRODUCTIONS
Lisa Chow, District IV Representative for Supervisor Mitchoff, introduced herself.
Deanna Lehman, Collection Development and Technical Services Manager, Contra Costa County Library, introduced herself.

5. ITEMS FROM THE PUBLIC
None.

6. ACCEPTANCE OF MINUTES
Three corrections were made to the minutes from the January 22, 2015 meeting:
1. Commissioner Phillips (Lafayette), was not here for last meeting.
2. Commissioner Woo (City of El Cerrito), page 6, delete "alternate" from her title.
3. Commissioner Woo (City of El Cerrito), Page, item 13 - correct adjourn the date of next meeting to May 28, 2015.
Commissioners adopted the minutes of the March 26, 2015 meeting with the above corrections as amended.

*Recorded votes —

AYES: Joyce Atkinson, City of Clayton; CZ Cervern, City of Orinda (Alternate); Vivian Faye, City of Brentwood; Andrew Gabriel, City of Hercules; Leanne Herrick, City of Pittsburg (Alternate); Mary Ann Hoisington, City of Lafayette; Juan Kelly, City of Orinda; Lisa Kennedy, CCC District 5; Yvonne LaLanne, City of Walnut Creek (Alternate); Jessica Lawer, Friends Council; Roger Lum, Town of Moraga; Kathy Magann, City of Pinole (Alternate); Lynn A. Meisch, City of Walnut Creek; Julia Miner, CCC District 2 (Alternate); Charlene O'Rourke, City of Pinole; Tom Panas, City of El Cerrito (Alternate); Laurie Phillips, City of Lafayette (Alternate); Diane Rise, CCC District 2; Walter Ruehlig, City of Antioch; Alan B. Smith, CCC District 4; Suzy Taherian, Town of Danville; Dr. Pramod Vaid, CCC District 3; Margie Valdez, Central Labor Council; Janice Woo, City of El Cerrito; Don Woodrow, CCC District 1.

VACANT: Contra Costa Council; City of Richmond;

NOT PRESENT: Jeanne Boyd, City of Clayton (Alternate); Kathryn Bracken, City of Pleasant Hill; Sonia Bustamante, City of San Pablo (Alternate); Kathy Fuller, City of Martinez; Karen Giulian, City of Oakley (Alternate); Mary Joseph, City of Oakley; Gayle Kindall, City of Martinez (Alternate); Andy Kivel, Contra Costa Community College District (Alternate); Tebias Lester, CCC District 5 (Alternate); Penny Prater, City of San Ramon; Karen Sakata, Office of Education; Bryan Scott, CCC District 3 (Alternate); Ruth Sison, Contra Costa Community College District; Judi Waterson, City of Concord; Peter Wilson, CCC District 4 (Alternate).

7. APPROVAL OF AGENDA

Commissioners* approved the agenda for the meeting of May 28, 2015.

*Recorded votes —

AYES: Joyce Atkinson, City of Clayton; CZ Cervern, City of Orinda (Alternate); Vivian Faye, City of Brentwood; Andrew Gabriel, City of Hercules; Leanne Herrick, City of Pittsburg (Alternate); Mary Ann Hoisington, City of Lafayette; Juan Kelly, City of Orinda; Lisa Kennedy, CCC District 5; Yvonne LaLanne, City of Walnut Creek (Alternate); Jessica Lawer, Friends Council; Roger Lum, Town of Moraga; Kathy Magann, City of Pinole (Alternate); Lynn A. Meisch, City of Walnut Creek; Julia Miner, CCC District 2 (Alternate); Charlene O'Rourke, City of Pinole; Tom Panas, City of El Cerrito (Alternate); Laurie Phillips, City of Lafayette (Alternate); Diane Rise, CCC District 2; Walter Ruehlig, City of Antioch; Alan B. Smith, CCC District 4; Suzy Taherian, Town of Danville; Dr. Pramod Vaid, CCC District 3; Margie Valdez, Central Labor Council; Janice Woo, City of El Cerrito; Don Woodrow, CCC District 1.

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8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Commissioner Taherian (Town of Danville) shared that she has seen difficulty for patrons attempting to access library services when there are busy programs, as there is a lack of parking. Some discussion among various commissioners from many different communities took place. Some locations have "quick drop off" parking but not all locations have that availability.

Commissioner Kelly (City of Orinda) shared some music programs that are coming up at the Orinda Library. Further discussion about programming and parking, with County Librarian Hudson informing the Commissioners that all events are marketed both in the branch location as well as on the Library’s website through an event calendar called Evanced.

Commissioner Smith (CCC District 4) discussed his latest meeting as a member of the Advisory Committee for the Braille and Talking Book Library, a part of the State Library. They held an open meeting/forum for new legislatures but did not have any attendees. Additionally, Commissioner Smith, along with Commissioners Waterson (City of Concord) and Wilson (CCC District 4, Alternate), attended a recent Concord City Council meeting along with Deputy County Librarian, Public Services, Gail McPartland and spoke during public comment about what is happening at the Concord Library and the Commissioner's thanks to the Mayor and Council for sending letters to their state representatives regarding State Library funding.

Commissioner Atkinson (City of Clayton) shared that Clayton had their book sale in April and made $7400.

Commissioner Hoisington (City of Lafayette) passed out the Lafayette calendar of events.
Commissioner Ruehlig (City of Antioch) shared that the partnership with the Credit Union in providing financial planning programs has remained popular, with good turnout and continued interest.

Commissioner Valdez (Central Labor Council) asked what the Commission can do to assist with recruitment and retention issues. County Librarian Hudson replied that there is not much that the Commission can do; the Library works to make sure that we can hire, and keep, good employees and we have decreased the number of vacant positions. The Library also looks to take part time positions and merge them, creating full time positions where appropriate.

Commissioner Herrick (City of Pittsburg, Alternate) detailed some of the Summer Reading Programs ongoing at the Pittsburg Library including jewelry making and summer science events.

Commissioner Taherian (Town of Danville) recently visited the Lafayette library for Cafe Science event, which she shared was busy, with lines out the door for attendance. The Main speaker was the head of the Mars project research team for NASA. Additionally, there are plans in the works for the Danville Library to be be shut down for a couple of weeks this summer so that they can replace the HVAC system.

Commissioner Faye (City of Brentwood) provided details of the programs at Brentwood on June 10, Flamenco and Folktales. A group of artists called the Brentwood Yacht Club gave $420.00 to the library for one day’s sales of artwork during open studios and this money will go to the foundation for the new Brentwood Library.

9. CORRESPONDENCE

No responses were required by the Commission.

10. COUNTY LIBRARIAN REPORT

County Librarian Hudson shared that the San Ramon Library is intending to close in mid August to start their renovation and remodel. They’re expanding the second floor by 3500 square feet. The city council approved $4.24 million dollars to fund that process in a May Council session. Library Administration will still need to go to the Board of Supervisors and get their approval to actually close because as it will be closed for between 14 and 16 months. The new space will include an expanded upstairs, a tech center and a teen space. The downstairs will have new seating, new study rooms, an inclusive children’s area and a new staffing space.

With the closure of the main San Ramon Library, the Dougherty Station Library will be open additional hours to mirror the current hours provided at the San Ramon branch and a small “outlet” library will be open approximately 20 hours per week from the San Ramon Community Center.

The Board of Supervisors approved the Library’s updated Patron Conduct Policy on April 21, 2015. The majority of these documents are updates to prior policies, with a new Suspension policy added on. The updated documents are clear and transparent, for both public and staff.

The Library is gearing up for several higher level management interviews. Interview for both vacant Deputy positions will be moving forward in June. Our vacancy for a Departmental and Community Media Relations Coordinator is moving forward and is currently open for applications. As of last week, we are down to approximately 27 vacancies.

Many of you requested to attend ALA, the American Library Association Conference, June 25 through June 30 in San Francisco. Library Administration has worked with ALA to get a bulk purchasing discount since there will be so many people going, staff as well as Commissioners. All Commissioners are registered for the full conference.
11. **OLD BUSINESS**

**STATE LIBRARY FUNDING ISSUES**

Commissioner Smith (CCC District 4) handed out the letter that was sent from the Commission to John Gioia, the chair of the Board of Supervisors, which was signed with a very short turnaround. Smith attended a Mayor’s conference and thanked him on behalf of the commission for signing it so fast. The good news in Sacramento is the State has a little bit of extra money this year, so the State has increased literacy from a standard of $2.8 million to $4.8 million, and is now considered a new standard, not one-time money. They will be negotiating perhaps a little bit more when it gets to conference committee because the assembly and the senate budget subcommittee has approved it at different levels, but the May revise is out there as being approved.

The other new issue is IMLS, Institute of Museum and Library Services, which provides funding for libraries at the federal level. The house budget committee would like to get rid of IMLS to support budget cuts but this would be a huge detriment to both local and State library services. In your packet is a draft letter to go to John Gioia, asking for a signature on behalf of the Board of Supervisors.

Commissioner Smith made a motion that the Commission recommend to Supervisor John Gioia that he sign the letter to preserve IMLS.

*Recorded votes –

AYES: Joyce Atkinson, City of Clayton; CZ Cerner, City of Orinda (Alternate); Vivian Faye, City of Brentwood; Andrew Gabriel, City of Hercules; Leanne Herrick, City of Pittsburg (Alternate); Mary Ann Hoskinson, City of Lafayette; Joan Kelly, City of Orinda; Lisa Kennedy, CCC District 5; Yvonne LaLanne, City of Walnut Creek (Alternate); Jessica Lawler, Friends Council; Roger Lum, Town of Moraga; Kathy Magann, City of Pinole (Alternate); Lynn A. Melich, City of Walnut Creek; Julie Miner, CCC District 2 (Alternate); Charlene O’Rourke, City of Pinole; Tom Panas, City of El Cerrito (Alternate); Laurie Phillips, City of Lafayette (Alternate); Diane Riese, CCC District 2; Walter Ruehl, City of Antioch; Alan B. Smith, CCC District 4; Suzy Taherian, Town of Danville; Dr. Pramod Vaid, CCC District 3; Margie Valdez, Central Labor Council; Janice Woo, City of El Cerrito; Don Woodrow, CCC District 1.

VACANT: Contra Costa County; City of Richmond;

NOT PRESENT: Jeanne Boyd, City of Clayton (Alternate); Kathryn Bracken, City of Pleasant Hill; Sonia Bustamante, City of San Pablo (Alternate); Kathy Fuller, City of Martinez; Karen Giuliano, City of Oakley (Alternate); Mary Joseph, City of Oakley; Gayle Kindall, City of Martinez (Alternate); Andy Kier, Contra Costa Community College District (Alternate); Tobias Lester, CCC District 5 (Alternate); Penny Prater, City of San Ramon; Karen Sakata, Office of Education; Bryan Scott, CCC District 3 (Alternate); Ruth Sison, Contra Costa Community College District; Jodi Weisman, City of Concord; Peter Wilson, CCC District 4 (Alternate).

12. **NEW BUSINESS**

**COUNTYWIDE FRIENDS MEETING REPORT**

Commissioner Lawler (Friends Council) shared that on May 9th there was an All Friends group brainstorming session. She passed out a list of bullet points from that meeting. She intends to start having this meeting twice per year to continue the conversations with the next meeting scheduled for October. Some of the main topics included setting up a Google Chat environment so that the Friends groups can all communicate with each other. One of the challenging things is that the structure of the groups can be very different. Some have a very formal board, some have their own book store within the library, some have just a couple of shelves in the libraries. Some things that work for one group may not work for another. It was interesting to find out different ways our groups are handling excess inventory. Some discussion focused on ways to retain volunteers and get more volunteers.
ANNUAL REPORT

Commissioner Woo (El Cerrito) presented the introduction to writing the annual report in September. She has a prepared checklist, which as passed out, which lists all 21 objectives that were noted in the past year’s Work Plan. Commissioner Woo asked the group to review the list of 21 objectives and to find which one they are asked with researching and answering.

There was further discussion around the objectives/goals that were listed, as well as the Commission’s bylaws, and discussion about whether or not some of the objectives were appropriate for a single Commissioner to review or if they should be assessed by a larger group.

County Librarian Hudson reminded the Commission that the report is mandatory and that the Board of Supervisors does care about what’s in the report and what the Commission is doing as a whole. Further discussion around making sure that all decisions made are part of the public meetings and that the group follows Brown Act requirements.

Commissioners discussed the format, wording and suggested template needs for the annual report, and planned to coordinate their individual responses to the checklist in the packet to create a report.

COLLECTION MANAGEMENT

County Librarian Hudson stated that there have been recent issues in the news about disposal methods for library materials that are no longer viable for use by the public, in regard to other Bay Area library systems. Contra Costa County Library has a very clear process in place for the disposal of these materials. The Library has a Collection Development Policy that talks in depth about how the Library collects and disposes of materials when they are no longer useful for the public. It’s available on the library’s website and new commissioners were given a copy in their manual. Staff will further discuss this topic at the next meeting as the current meeting is short on time.

Several commissioners asked what item was in the news about weeding of library materials. County Librarian Hudson shared that there hadn’t been questions made to several local library systems, including Alameda County Library and the Berkeley Public Library, about the disposal methods that they use for their discarded books, and even the fact that books are discarded at all. Members of the public have been upset with library staff about the quantity of materials being discarded as well as the process by which they are removed from collections.

13. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

July 23, 2015 meeting:
- Weeding process, collection development.
- Continue discussion about the annual report
- "East Bay Stand Down" in September 11-14, 2015
- Report back on the American Library Association Conference

14. ADJOURNMENT TO THE May 28, 2015 LIBRARY COMMISSION MEETING

Commissioners adjourned the meeting at 8:55 p.m.

Submitted by Jessica Hudson
County Librarian, Contra Costa County Library
Oakland Future Trio
Saturday
June 6 at 2 pm
Classical jazz standards creatively infused with a unique timbre that could only be derived from being raised in the culturally and socially diverse metropolis of Oakland.

Crying Time
Wednesday
July 8 at 6:30 pm
Honky Tonk Revisionists. Nashville Apologists. Crying Time plays classic country music that puts a smile on your face and pulls at your heartstrings.

Hot Air Saxophone Quartet
Wednesday
July 29th at 6:30 pm
Four saxophones and nothing else but hot air. But when it's all under the control of these experienced musicians, it's magical.
**Free Programs are brought to you through the combined generosity of the LCTC, The Friends of the Lafayette Library, and the Contra Costa Library System.**

**Lafayette Library and Learning Center**

**Current Happenings**

**Distinguished Speaker Series**

**LCTC's**

**JUNE 13**

**Distinguished Speaker Series**

**Lafayette Library and Learning Center**

**JUNE 16**

**Summer Reading Festival: "Read to the Library"**

**JUNE 23 - AUG 19**

**Program and Earn Prizes**

**August 19**

**Program and Earn Prizes**

**JUNE 10**

**Community Hall**

**Tickets:** www.communityhallstol.com

**JUNE 24**

**Wednesday**

**Community Hall**

**Register: lunt@communityhallstol.com**

**6:00 - 8:00pm**

**Free**

**Wintertime Illuminations Festival of Lights**

**Register: lunt@communityhallstol.com**

**All Ages**

**6:30 - 8:00pm**

**Free**

**Award-Winning Illustrator Rafael Lopez**

**Register: lunt@communityhallstol.com**

**All Ages**

**6:00 - 7:00pm**

**Free**

**JUNE 19**

**Community Hall**

**Register: lunt@communityhallstol.com**

**All Ages**

**6:30 - 8:00pm**

**Free**

**JUNE 19**

**Community Hall**

**Register: lunt@communityhallstol.com**

**All Ages**

**6:30 - 8:00pm**

**Free**

**JUNE 4**

**Wednesday**

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**All Ages**

**6:00 - 7:00pm**

**Free**

**JUNE 9**

**Thursday**

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**Free**
March 31, 2015

The Honorable Edmond G. Brown, Jr.
Governor, State of California
State Capitol Building, 1st Floor
Sacramento CA 95814

RE: Increased Funding for Literacy Investment - SUPPORT

Dear Governor Brown:

On behalf of the Board of Supervisors, I write to inform you that Contra Costa County supports maintaining the literacy investment for public library programs at the current FY 2014-15 level of $3.8 million in the May Revise of your FY 2015-16 budget.

There are thousands of adult Californians who cannot learn to read at their local public library due to insufficient funding from the state. These adults are not served through Adult Education. They are the least literate, are not ready to be served by Adult Education, and they rely on assistance from their local public library. In the past fiscal year, 250 adults have learned to read in the Contra Costa County Public Library system; however 41 remain on a waiting list.

A literate citizenry is essential for success in the 21st century workplace as well as competing and contributing to the world and the State’s economy. Additionally, educated and literate citizens cause far less crime and pay more in taxes. A modest increase of $1 million in literacy investment for the public library programs will increase the general fund as well as reduce costs to the criminal justice system and public assistance systems.

For these reasons, and on behalf of all citizens who want to learn to read and increase their participation in our economy, Contra Costa County requests your consideration in increasing the literacy investment in your FY 2015-16 budget from $2.8 million to $3.8 million. Thank you for assisting California’s public libraries to grow our economy.

Sincerely,

JOHN GIOIA
Chair, Board of Supervisors
May 11, 2015

The Honorable Edmond G. Brown Jr.
Governor, State of California
State Capitol, Room 1173
Sacramento CA 95814

Subject: Literacy Investment Increase Needed

Dear Governor Brown:

A literate citizenry is essential for success in the 21st century workplace as well as competing and contributing to the world and the State’s economy.

However, there are thousands of adult Californians who can not learn to read at their local public library due to insufficient funding from the state. These adults are not served through Adult Education; as they are the least literate who rely on assistance from their local public library who are not ready to be served by adult Education.

In the past fiscal year, within the Contra Costa County Public Library system, 250 adults have learned to read of whom 50 came from Concord, however 41 remain on a waiting list.

On behalf of all our citizens who want to learn to read and increase their participation in our economy, please increase the literacy investment in the May Revise to your FY 2015-16 budget for the public library programs.

Please remember that educated and literate citizens cause far less crime and pay more in taxes. As a result, a modest increase in this funding will increase the general fund as well as reducing costs to the criminal justice system and public assistance systems.

Thank you for assisting California’s public libraries to grow our economy.

Sincerely,

Lori Cooper
Chairman of the Board

Cc: Assemblymember Susan Bonilla
Below are bullet points that we discussed during our Friends brainstorming session. We thought it would be beneficial to have this session twice a year. I will work on the next date so that we can schedule it in advance. Please feel free to reach out to each other and/or myself.

Ways we sell:

- Bookstore
- In library (with specific hours)
- Quarterly sale (normally 1-3 days)
- Internet/Amazon store  
  - This usually is run by a designated person(s)/position(s) where they pick out the high valued books
- Farmers market
- 3rd party (i.e. The Book Forest)
- Possibly reach out to LittleFreeLibrary.org

Challenges:

- Storage  
  - Overflow is kept in:  
    - Closets  
    - Storage sheds  
    - Friends’ personal residences
- Excess inventory:  
  - Leverage other Friends’ groups  
    - Possibly a designated email address per Friend group (feel free to forward this email to Jessica so that we can make a master list, jessicallawler@gmail.com)
  - Contra Costa County trucks will move inventory from one library to another if we request it
  - Google or Yahoo group (Jessica will work on getting this started and will utilize the designated email addresses that are provided from the first bullet point in this section)
  - Discover Books (picks up excess inventory)
- Volunteers (ways to find new volunteers):  
  - Local rotary  
  - High Schools  
  - Boy/Girl Scouts  
  - When you receive new volunteers assign them an ongoing responsibility/job  
  - Advertise what positions are needed (possibly at the quarterly sale)
- Funding:
- Grants (obtain & sustain)
  - Insurance for the Board and Liability insurance for the sale dates
    - There was some discussion as to whether liability insurance was needed if your sale was within the library itself
- Advertising:
  - Newspaper
  - Website:
    - Library
    - Craigslist
    - Social media sites
    - Nextdoor.com
  - West County mailer
  - Foundation (which directly supports the Friends)
  - Email blast (some groups use Vertical Response)
  - Post cards
  - Signage the day of
  - Flyers
- Memberships:
  - $5 and up
  - An individual (within the Friends group) usually tracks the memberships
  - What do they get:
    - Early entrance to the sale dates
    - ½ price year round
    - Newsletter
    - Assist with volunteering (if they wish to)
  - How to get new members:
    - At the sale dates
    - Ongoing discussion within the bookstore within the library (where applicable)
    - Leverage realtors & developers to obtain new resident information
      - Possibly mail new blank library card
    - Welcome packet from the City (do any of our City's currently do this?)
CCC Library Commission Meeting, May 28, 2015, AGENDA ITEM 12.B.

ACTIVITIES AND ACCOMPLISHMENTS FOR 2015 ANNUAL REPORT

A) What has the commission done thus far in 2015 to carry out the objective?

B) What activities should the commission pursue to address the objective between now and the end of the year?

C) Recommend specifics about who should be doing what, when.

D) How does the objective fulfill the duties and/or purposes stated in the commission’s bylaws.

Please send findings to janwoo@comcast.net by July 6, 2015, for compilation, dissemination, and discussion at the next commission meeting.

OBJECTIVES SUBMITTED TO THE BOARD OF SUPERVISORS, January 20, 2105

1. Support Library Friends fundraising activities
   □ Antioch—Walter Ruehlig

2. Continue to advocate with elected officials for financial support of libraries
   □ Brentwood—Vivian Faye

3. Recommend the levels of funding necessary to provide each level of service proposed
   □ Clayton—Joyce Atkinson / Jeanne Boyd

4. Explore alternative methods of establishing stable and adequate funding
   □ Concord—Judi Waterson

5. Continued support and participation at the branch/city level
   □ Danville—Suzy Taherian

6. Support City Reads programs—
   □ El Cerrito—Janice Woo / Tom Panas

7. Work with Library staff on local projects - supporting library services
   □ Hercules—Cip Ayalin / Andrew Gabriel

8. Assist in the development of policies—
   □ Lafayette—Mary Ann Hoisington / Laurie Phillips

9. Provide community input to the County Library
   □ Martinez—Kathy Fuller / Gayle Kindall

10. Promote collection development in languages other than English
    □ Moraga—Rodger Lum
11. Participate as members of Friends groups for community libraries
   □ Oakley—Mary Joseph / Karen Giulian

12. Document methods by which County communities have raised funds for facilities
   □ Pinole—Charlene O'Rourke / Kathy Magann

13. Work with Friends and Foundations to attend their Board meetings
   □ Pittsburg / Friends Council—Leanne Herrick / Jessica Lawler

14. Participate in Library Commission meetings —
   □ Pleasant Hill—Katherine Bracken

15. Join/Renew Commissioner's CPLA (California Public Library Advocates) memberships
   □ San Pablo—Sonia Bustamante

16. Provide reports about the Library Commission to City Councils, Friends, etc
   □ Walnut Creek—Lynn A. Meisch / Yvonne LaLanne

17. Attend library workshops, seminars, trainings, and report on these to the Commission
   □ CCC District 1—Don Woodrow

18. Commissioner Smith (District IV) will continue to conduct Board Effectiveness Trainings
   □ CCC District 2—Diane Riise / Julia Miner

19. Participate in further trainings to understand what activities are allowable by law or County ordinance for the Library Commission
   □ CCC District 3—Dr. Pramod Vaid / Bryan Scott

20. Schedule/hold regular meetings with individual Library Managers to increase communications and continue to learn about the Library
   □ CCC District 4—Alan B. Smith

21. Develop goals and objectives that may be undertaken by the Commission as an official body that directly address the Commission's purpose and duties as stated in its bylaws
   □ CCC District 5—Lisa Kennedy

Contra Costa Community College District—Ruth Sison / Andy Kivel
Central Labor Council—Margie Valdez
Office of Education/Central Labor Council—Karen Sakata
Orinda—VACANT
Richmond—VACANT
San Ramon—VACANT
Contra Costa Council—VACANT